



REQUEST FOR PROPOSAL

A. RFP no. and Date	011/2014, August 1, 2014
B. Subject	Transportation Services (vehicles with drivers) for USAID/Burma (1 year contract)
C. Proposals due to:	Tommy Harrold USAID/Burma 110 University Avenue Kamayut Township 11041 Yangon
D. Contracting Office:	Executive Office USAID/RDMA Athenee Tower, 25th Floor 63 Wireless Road, Bangkok 10330, Thailand
E. Closing date for receipt of question:	August 20, 2014 – (4pm)
Closing date for receipt of proposal:	August 28, 2014 – (4pm)
F. Type of Award:	Fixed Price
G. Basis for Award:	Soliciting competition, evaluation of quotations or offers, award and documentation (FAR Part 13.106)

Description of Requirements

The United States government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit proposals to provide dedicated transportation services (three vehicles with three drivers) to perform day-to-day transportation services for USAID personnel and to meet the ad-hoc needs for high level visits and for other purposes. This is to support the operation of USAID/Burma.

Under the guidance and supervision of the USAID Mission, the company/individual will operate dedicated vehicles with dedicated drivers to provide transportation services to/from destinations within Burma.

The company/individual will provide three air-conditioned vehicles, two four wheel drive vehicles and one people carrier (minimum 6 passenger seats). The company/individual will provide dedicated transportation services to include drivers, insurance, maintenance and administrative support.

Question and proposal submissions under this RFP shall be submitted by the date and time specified above with attention to:

Tommy Harrold
USAID/Burma
110 University Avenue
Kamayut Township 11041
Yangon

Your proposal should be accompanied by a brief introduction letter about your company.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a proposal.

Description of the scope of services

The Contractor should provide transportation services to include all labor, material and administrative support consisting of, but not limited to the following:

Scheduled Maintenance Cost: The Contractor shall keep the vehicle in good and safe operating condition and shall bear all costs associated with the provision of fuel, security measures, cleaning, lubrications and consumable items.

Insurance/Liability: The Contractor shall provide third party liability insurance covering the operation of the vehicle for purposes of provision of transportation services and shall process any claims in accordance with the insurance procedures.

Drivers: The Contractor shall supply a qualified driver with a valid National Drivers Licenses for each vehicle and the driver shall be employed according to local labor standards, regulations, and laws. The dedicated driver must pass USG security and health clearances.

Key responsibilities:

Perform day-to-day transportation to USAID personnel and VIP visitors to and from various destinations within Burma.

Additional responsibilities include:

- Courier service support may be required including picking up or delivering official documents, packages, etc.

Knowledge, skills and abilities:

- Ability to understand and follow oral and written instructions in English and Burmese.
- Working knowledge of the rules and regulations involved in the safe and efficient operation of automotive equipment.
- Knowledge of basic automotive maintenance procedures.

Please note the following:

- The driver shall have the ability to communicate at all times while on the road via a USAID provided cell phone.
- The driver shall maintain records of passengers, passenger destinations, times, mileage and expenses incurred during driving duties.
- During the term of this Contract, the Contractor shall ensure that all vehicles are legally registered in accordance with the law and regulations of Burma, and shall ensure that all mechanical and other certifications are valid.
- The Carrier shall notify the USAID Mission immediately in the event that a vehicle is damaged or not operational, and upon which the Contractor is to then provide a suitable replacement vehicle, before the start of the next day's operations for the completion of transportation services.

Interested companies/individuals, should submit a proposal that includes a cost proposal. The cost proposal should detail the hourly rate of the drivers, the hourly rate for overtime (excluding possible hotel overnight stays), and the expected total contract cost for one year. Maintenance costs and fuel costs related to travel from Rangoon to NPT should be itemized separately as USAID anticipates frequent travel to NPT. Note: contract provisions will be made to include a mechanism for reimbursement of overtime hours worked and travel that necessitates staying in a hotel.